

How to Participate in a Webinar

1. Register Yourself

Click on the "Register" link for the session you want. You'll be taken to the registration page.

In the fields provided, enter information in the required fields. If you do not fill out all the required fields, you will receive a prompt to enter missing information.

After registering, you will see a confirmation page giving you the URL for the class. You should also receive an email from "EPAOWOW Web" which contains this URL. **SAVE THIS EMAIL.** This email has your personal link to attend the training webinar; don't share it with others. If you don't get the email message or you lose the e-mail, register again. Most likely, it will indicate that you are already registered. An e-mail with your personal URL will be sent to your e-mail address again.

The system will also send you email reminders about the class with the URL.

The webinar format assumes each person will be at a single computer. At times, small text may be displayed (for example, in menus or on Web pages) that won't be legible in a conference room or similar group setting. Therefore, we recommend that each participant sit at his or her own desk to have the best view. Another option is to use a LCD projector to project your computer screen onto a larger screen on the wall for viewing. This method allows a group to watch the training at the same time and encourage discussion.

2. Join the Session

Approximately 10 minutes before the training begins, do two things: go to the URL you got in your registration email, and call into the teleconference line. The conference call dial in number and code will be on each webinar agenda. It is also found on the webinar screen once you have joined the session. This gives you time to get in and be ready when the training starts. *Do not wait* until the scheduled start time to go to the URL or call in.

Go to the URL sent to you in the training registration email:

1. Just click on the URL you were sent during registration to go to the webinar session. Alternatively, copy and paste the link into any web browser to go to the URL you were sent. Because you registered already and the URL is unique to you, no further sign-in is necessary.

2. The webinar will load automatically. If you are asked to grant permission for software, just click "ok" or "yes." (The webinar program may need to download a small piece of software to run on your computer.)
3. The webinar window will open automatically. You will see a small window indicating you are ready to join. If the instructor has not yet arrived, you'll see a message to wait.
4. *Tip* - maximize the webinar viewing window for best resolution.

System Requirements:

You need both **a computer** to see the presentation, and **a phone** to hear the discussion. Chances are, your office set-up is already adequate (or better) for a webinar. You can probably do a webinar from home, a hotel, or anywhere else.

You'll need:

- ✓ A broadband internet connection. Webinar technology is graphics-based and probably won't work well, if at all, via a dial-up connection.
- ✓ A PC with Windows® 2000, XP Home, XP Pro, 2003 Server, Vista or a Mac OS® X 10.3.9 "Panther®" or newer.
- ✓ Moderate or high screen resolution. If the resolution or screen size is too low, you might have trouble seeing the presentation materials.
- ✓ A recent-version browser with JavaScript enabled.

Note - the webinar requires that your computer download a small piece of software - look for the flower logo. If your computer is restricted from downloading software, you might not be able to access the webinar.



Webinar flower logo.

Optional: a telephone headset will free your hands, so you won't have to hold the phone up to your ear the entire time.

Call into the teleconference line

1. Dial the conference call number provided. This is a toll-free call.
2. Enter the conference code number followed by the # sign.
3. The system will ask whether you are the leader. *Do nothing*. After a few seconds, it will connect you to the call.
4. The organizer will use the "mute all" button during the presentations, so that only the presenter is allowed to speak. The organizer will un-mute the lines during the Question & Answer period. *Do not put your phone on "hold."* (hold can send music

into the call and disrupt the training for everyone else). In addition, when the phones are un-muted, please mute (*6) your individual phone, to decrease noise transmission. Press #6 to un-mute your phone and ask a question.

3. After the Session

The organizer will end the webinar session. Simply close the browser after the session. If there is an evaluation, an evaluation box will automatically pop up on your screen.

Although you are not required to fill out the evaluation form, we highly encourage you to take a few minutes to provide input. Constructive feedback helps us to improve future webinars—thank you!